Approved For Release 2000/04/14 : CIA-RDP73-00099A000200080004-6

QUARTERLY REPORT

FOR QUARTER ENDING 30 SEPTEMBER 1969

1 OCTOBER 1969

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART I

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS
EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS	These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.
VITAL RECORDS	These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive office records holdings.
SUPPLEMENTAL DISTRIBUTION COPIES OF REPORTS & MAPS	This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.
ARCHIVAL RECORDS	These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DCI	ODCI	174	3		177
	CABLE	792	130		922
	HS	9			9
	PA	44			44
	OPPB	71	6		77
	OLC	87		6	93
	OGC	58	2	2	62
	OIG	46			46
	ONE	80	15	95	190
	NSC	278			278
	DIA		5		5
	SAVA	6			6
TOTALS FOR DCI AREA		1,645	161	103	1,909

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	41	1	1	43
	IRS	12	1		13
	DCS	1,553	14		1,567
STATSPEC	[redacted]	549	23	218	790
	OER	292	4	187	483
	OBGI	384	3,039	14,732	18,155
	OCI	185	53	32	270
	CRS	8,916	1,098	365	10,379
	NPIC	3,102	3,348	869	7,319
	OSR	23	46	176	245
TOTALS FOR DDI AREA		15,057	7,627	16,580	39,264

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RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDP	AF	Retired by RID	22		22
	MPS	" " "	12		12
25X1A	[redacted]	" " "	4	68	72
	CCS	" " "	15		15
	CI	" " "	18		18
25X1A	[redacted]	" " "	1		1
	EUR	" " "	45		45
	FE	" " "	53		53
	FI	" " "	4		4
25X1A	FI [redacted]	1,256	1		1,257
	NE	Retired by RID	15		15
	PC	" " "	1		1
	RID	21,019	406		21,425
	SB	Retired by RID	37		37
25X1A	[redacted]	" " "	6	45	51
	TSD	859	3		862
	WH	Retired by RID	54		54
TOTALS FOR DDP AREA		23,134	697	113	23,944

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDS	ODD	80	1		81
	SSS	20		315	335
	OS	3,175	14		3,189
	OTR	501	128		629
	OP	1,626	39		1,665
	OL	2,465	36	2	2,503
	OC	582	13		595
	OMS	1,129	5		1,134
	OF	11,622	61		11,683
TOTALS FOR DDS AREA		21,200	297	317	21,814

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DD/S&T	ODD	52			52
	FMSAC	796	12	70	878
	ORD	71			71
	OSA	567	1		568
	OSI	993	29	360	1,382
	OCS	48	283		331
	OEL	110		9	119
	SPINT	27	1		28
	OSP	289			289
TOTALS FOR DD/S&T AREA		2,953	326	439	3,718

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	ARCHIVAL RECORDS	OFFICE TOTAL
	HCF	887				887
	ARCHIVES				8,282	8,282
TOTAL ARCHIVAL RECORDS		887			8,282	9,169
GRAND TOTAL		64,876	9,108	17,552	8,282	99,818

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE RECORDS ARE LISTED BY AREA, OFFICE, DISPOSITION CODE AND VOLUME WITH A TOTAL FOR EACH DISPOSITION CODE FOR EACH OFFICE, THE TOTAL INACTIVE OFFICE RECORDS FOR EACH OFFICE AND THE TOTAL INACTIVE OFFICE RECORDS FOR EACH AREA:

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS	These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.
2 - TEMPORARY RECORDS	These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.
3 - INDEFINITE RECORDS	The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DCI	ODCI	149	21	4	174
	CABLE SEC.	68	724	0	792
	HS	9	0	0	9
	PA	19	25	0	44
	OPPB	59	11	1	71
	OLC	74	13	0	87
	OGC	58	0	0	58
	OIG	34	7	5	46
	ONE	78	2	0	80
	NSC	278	0	0	278
	SAVA	1	5	0	6
	TOTALS	827	808	10	1,645
	PER CENT	50.3	49.1	.6	

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDI	ODD	38	3	0	41
	IRS	4	2	6	12
	DCS	119	332	1,102	1,553
STATSPEC	[redacted]	484	33	32	549
	OER	105	184	3	292
	OBGI	254	1	129	384
	OCI	138	47	0	185
	CRS	3,864	425	4,627	8,916
	NPIC	2,997	39	66	3,102
	OSR	4	19	0	23
	TOTALS	8,007	1,085	5,965	15,057
	PER CENT	53.1	7.2	39.7	

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDP 25X1A	FI[redacted]	746	58	452	1,256
	TSD	13	36	810	859
	*RID	1,248	350	19,421	21,019
	TOTALS	2,007	444	20,683	23,134
	PER CENT	8.7	1.9	89.4	

25X1A

*All DDP Inactive Records Except those from TSD & FI[redacted] are Retired by RID

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS	ODD	76	0	4	80
	RAB	20	0	0	20
	OS	34	2,781	360	3,175
	OTR	298	158	45	501
	OP	70	1,427	129	1,626
	OL	142	2,301	22	2,465
	OC	167	415	0	582
	OMS	64	1,023	42	1,129
	OF	696	8,877	2,049	11,622
	TOTALS	1,567	16,982	2,651	21,200
	PER CENT	7.5	80	12.5	

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DD/S&T	ODD	33	19	0	52
	FMSAC	10	730	56	796
	ORD	57	14	0	71
	OSA	308	258	1	567
	OSI	264	721	8	993
	OCS	8	40	0	48
	OEL	2	62	46	110
	OSP	231	56	2	289
	SPINT	22	0	5	27
	TOTALS	935	1,900	118	2,953
	PER CENT	30.1	66	3.9	

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	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
*Historical Collection File (HCF)			887	887
AGENCY TOTALS	13,343	21,219	30,314	64,876
PER CENT	20.6	32.7	46.7	

*Historical Collection Files are accessions containing records of enduring value to the Agency. These accessions will be screened, and the records of enduring value will be processed into the Agency Archives.

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S	8 SEP 69	RB
2	[illegible]	8 SEP 1969	
3	[redacted]		
4			
5			
6			

25X1A

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:
Bob:

I am pleased at the progress which we appear to be making. I am sure that the Records Management Board is correct in its feeling that we cannot expect the recent purge to solve our downstream problems. I assume of course that you will take the necessary action or come forth with appropriate recommendations to solve these problems.

We seem at long last to have made a beginning, and I will be glad to support you in any way I can to ensure that we do not lose our momentum. [redacted] 25X1A

LKW

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	5 Sep 69

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FORM NO. 1-67 237 Use previous editions (40)

GPO : 1968 O - 287-542

INFO

MEMORANDUM FOR: Executive Director-Comptroller

Attached is the Quarterly Report of the Records Management Board. Some progress is being achieved. I will report to you separately on a number of other actions being undertaken in the records management program.

25X1A

[redacted]
R. L. Bannerman

5 Sep 69
(DATE)

FORM NO. 1 AUG 54 101 REPLACES FORM 10-101 WHICH MAY BE USED. (47)

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